NEW FEATURE FOR NVISION

BUDGET DRILL DOWNS ON REVISED BUDGET COLUMN for DPLxxxxx/NPLxxxxx reports.

The budgets overview page in PeopleSoft Financials is no longer the only place to view budget journal details. **We have set up the ability to DRILL DOWN into your detailed BUDGET JOURNALS from the REVISED BUDGET COLUMN on your DPL/NPLxxxxx (Budget Balance) nVision reports.** This drill down works the same way as your revenue/expense type drill downs. This new drill down will give you all of the budget journal details including journal ID/Date, description, reference, type (original vs adjustment/transfer) and who entered it.

How the budget drill down works:

1) **Run a DPLxxxxx or NPLxxxxx report for a FY2010 date or even FY2009 (06/30/2009).**
2) **Once report is open Click on any REVISED BUDGET AMOUNT for a PS Account.**
3) **Drill down page will appear, then click the Run Drilldown button next to BUDGET JOURNAL DRILL DOWN.**
4) **The drill down box that normally appears on other drilldowns will appear and once it says success the data will be displayed for you automatically.**
5) **You can then take that list if you so desire and save it and open it in Excel.**

TIP/NOTE: *You can also click at a subtotal level under revised budget column and all the budget journals for that subtotaled category will be listed.*

Also note that if you drill down on the ORIGINAL BUDGET column you will see your original budget journal(s) but all the adjustment journals will be seen as well. This drill is equal to the total for the revised budget column only. We do not have a separate drill down for Original Budget because those details are already available in the revised budget column.

Lastly, for Pxxxxxxx reports related to grants/projects, you can also do the budget drill down but it will only show the budget journals for the FY you ran the report for at this point. We will be working on revising the current NVision reports for grants/projects in order to see prior year budget data and have a true grant/project budget balance available. When those changes have been put in place, an announcement will be made.

We hope this will be of great use to you and make your job of managing your budget(s) just a little easier. If you have any questions or comments, please feel free to contact Gina Peach on 410-704-3452; or the Financial Services Helpline at 410-704-5599 option 2; or the Financial Services Team at finservehelp@towson.edu